

Approved leave from studies is granted if there are special reasons. Special [reasons](#) include social, medical or other special circumstances. Special reasons must be substantiated with a certificate. The application will be rejected unless there are special reasons. Incomplete applications will be rejected. If you are not granted approved leave from studies but still choose not to attend your studies, you can resume your studies, subject to availability. **NB! In the event of sick leave, you need to prove your absence by filling out this application and submit your sick leave certificate.**

If approved leave/sick leave from studies is granted, you are guaranteed the right to return to the program at the end of the approved leave/sick leave from studies, provided that the program and its courses are given during the current semester. The decision on approved leave from studies states what applies to resuming studies. Approved leave from studies are not granted retroactive.

I have understood that I have to send in a certificate of special reasons/sick leave together with my application.

Name	Date of birth/Personal ID No. (YYMMDD-NNNN)	
Street Address	Postcode and place	
E-mail address	Telephone number	
Approved leave from studies applies to studies on programme/course		
<input type="checkbox"/> Tick here if you would have participated in placements (VFU).		
Reason for leave of absence/sick leave:		
I am applying for approved leave from studies from: Date (YY-MM-DD)	Resuming my studies from: Semester (Autumn/Spring and Year)	Quarter (1-4)
Signature I declare that I have read the information on both sides of the form.		
Date	Signature	

I agree that the decision on my application will be sent to the e-mail address I provided on this application.

If you do not tick the box above, the decision on your application will be sent by post to the address you stated on this application.

The application, including certificates, should be sent to:

Luleå tekniska universitet
 Registrator
 971 87 Luleå
 Alt. registrator@ltu.se
 Alt. leave your application at Service Point

VÄND!



INFORMATION

You cannot register/re-register for courses within the programme during your approved leave from studies, but it is possible to take examinations on previously registered courses.

You cannot update your LTU card during the study break.

Processing time

Luleå University of Technology processes the application according to the received case queue and as simply, quickly and cost-effectively as possible without neglecting legal certainty, Section 9 of the Administrative Procedure Act (2017:900).

Return to studies

You must register your return to studies no later than 1 April for the autumn semester or 1 October for the spring semester via the following [form](#).

Processing of personal data

Luleå University of Technology processes personal data in accordance with GDPR, see [here](#).